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ABSTRACT

This booklet is designed to assist the site planning committee in selecting a site for a new Lutheran high school. A list of items, together with two evaluation forms, are supplied to enable the committee to evaluate objectively each available option for an initial facility. (Author/MLF)

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PLANNING FOR LUTHERAN HIGH SCHOOLS

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Resources for Site and Facility Selection

EA 011 480

Lutheran schools in America are flourishing. This is particularly true of Lutheran secondary schools.

Many Lutheran communities are currently conducting feasibility studies to the end that they too might have a Lutheran high school for their young people. The need for materials to help Lutheran communities conduct feasibility studies and make responsible educational decisions has become quite urgent.

Through the coordinating efforts and generous financial help of the Aid Association of Lutherans, representatives of the education offices and high school associations of the Wisconsin Evangelical Lutheran Synod and The Lutheran Church-Missouri Synod have combined their efforts in the development of the *Planning for Lutheran High Schools* materials.

The *Planning for Lutheran High Schools* resources have been designed to aid Lutheran communities assess the feasibility of a high school for their young people and make plans and responsible decisions for the establishment of a school. Resource materials are also designed to assist existing schools in their ongoing operation. Consultants, experienced in the administration of Lutheran secondary education, are available to help communities use these materials. Arrangements for consultants should be made through the respective synodical education office.

The work of the following educators is herewith gratefully acknowledged: Project Director: Martin Wessler; Consultants: Neal Meitler, Al Senske; Contributors: Edward Bertram, Guenther Herzog, Ray Halm, Carl Kahlfeldt, Robert Krause, Victor Peper, David Rohde, Marlin Schulz, Robert Storm, Robert Voss, Richard Wallace.

These materials are dedicated to the glory of God for the extension of Lutheran secondary education.

RESOURCES FOR SITE AND FACILITY SELECTION

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RESOURCES FOR SITE AND FACILITY SELECTION

THE SITE PLANNING COMMITTEE'S ASSIGNMENT

From the very outset of discussions regarding the establishment of a Lutheran high school, questions will be asked about your first classroom building. Will you occupy the basement of St. Mark's? Will you rent an available public elementary school building? Since you will not be in a position to build immediately, the selection of an adequate temporary site falls upon your committee. Keep in mind that the number of grades which your school will have directly affects the amount of space needed.

What follows is a list of items, together with two evaluation forms, which will help you compile objective data regarding each option you have for an initial facility. By filling in the grid you will have an accurate record of information. In addition to assisting you in the selection of your first facility, the data on the grid will provide useful information for the preparation of budget plans.

HOW TO USE THE FACILITY SURVEY FORMS

The forms will enable your committee to evaluate objectively each option you have for an initial facility. It is recommended that all members of the Steering Committee participate in visiting each facility which you are considering and that each member have a copy of the Facility Survey Form to fill out during the inspection of the sites. After all the forms have been completed, the ratings and comments can be summarized for the Steering Committee's consideration.

There are two forms. The form entitled Part I asks you to mark the room number, to list the size of the space, and to make a judgement about the general condition of the room. Notice that you are asked to evaluate how useful the room will be for the purpose you have in mind. The room could be in excellent condition but be too small for your needs. The form entitled Part II asks you to evaluate ventilation, light, and heat. Under the column "Remodeling Costs" you are asked to estimate how much total cost will be involved to make the room suitable for your needs. The last portion of Part II calls for a summary of all costs.

ADDITIONAL CONCERNS

1. The committee will also want to assure itself that the facility can pass safety codes for a school. The office of the public school superintendent can be helpful in this regard.

2. The location of the building together with available transportation for those students too young to drive form other important considerations.

WHOM CAN YOU CALL UPON FOR ASSISTANCE

The committee will want to ask the elementary school principals for assistance in suggesting possible sites and in evaluating options. These men are professionals and their knowledge will prove valuable. An insurance agent should also be contacted when you are considering the building's physical condition. The public transportation company or the public school system's central office may be of help when you are evaluating locations. Asking key leaders within the congregations for assistance in evaluating options will help build you good will and assure a good selection.

PLANNING FOR COSTS

Be certain to include all building costs in your budget planning for the first year. Items to be remembered include renovation, fixtures, equipment, insurance, and custodial services.

In addition to the costs listed in the preceding paragraph, you must consider both the cost of renting the facility and the form of your rental agreement for the facility. It is generally better for the Association to lease a facility for the full school term rather than to rent on a monthly basis. Your committee may discover that a public building will be open for your use for a period of time at a very low cost out of community good will toward your endeavors. You will want to give serious consideration to having an option to renew your agreement. Also, it is important to discuss completely who will pay for each renovation to the building. Since such remodeling will frequently remain a permanent asset to the site, you may find that the owners often are willing to negotiate renovation costs.

It is likely that your committee will be dealing with a governing group or board rather than with an individual. When the time arrives for your committee to meet with the people who govern the use of the facility, you will want to express your proposed use of the site, the degree of control of the facility which you deem necessary, the length of use which you anticipate, your financial capability, and your commitment to the supervision and care of the property.

KEEPING A PERMANENT SITE IN MIND

A word of caution is in order here. Your committee's primary task is to select a good facility for the first years of operation. Although your committee members should keep their eyes open to a more permanent site for your high school and should be open to conversation on the subject, the question of a permanent site is best left to the Board of Education. Because the first one to three years are critical, selecting the initial site will require your full-time attention.

In some communities where new Lutheran high schools have been started, parcels of land have been offered as gifts to the infant High School Association as a permanent site for its new school. Accepting such a gift too quickly may prove disadvantageous, for the site may not meet the needs of your permanent Lutheran high school. Following is a list of nine questions suitable for use as a basis for considering permanent sites which may be offered to the Association:

1. Does the site have at least six to ten acres?
2. Is the site readily accessible to all families within the Lutheran high school constituency?
3. Will the school be visible to the community?
4. Is the site residential in nature?
5. Is the topography of the site functional for a school?
6. Will the projected environment remain conducive to education?
7. Are all utilities available?
8. What costs will the Association incur peculiar to this site?
9. What will it cost to maintain the site in future years?

FACILITY SURVEY FORM
PART I

AREA	ROOM NUMBER OR DESIGNATION	SIZE	CONDITION: EXCELLENT	GOOD	FAIR	POOR	COMMENTS REGARDING SUITABILITY FOR INTENDED USE
CLASSROOM		X					
CLASSROOM		X					
CLASSROOM		X					
CLASSROOM		X					
CLASSROOM		X					
CLASSROOM		X					
CLASSROOM		X					
CLASSROOM		X					
		X					
MEN'S ROOM		X					
MEN'S ROOM		X					
WOMEN'S ROOM		X					
WOMEN'S ROOM		X					
GYMNASIUM		X					

SAMPLE FACILITY SURVEY FORMS - PART I

FACILITY SURVEY FORM
PART I

AREA	ROOM NUMBER OR DESIGNATION	SIZE	CONDITION				COMMENTS REGARDING SUITABILITY FOR INTENDED USE
			EXCELLENT	GOOD	FAIR	POOR	
MEN'S LOCKER ROOM		X					
WOMEN'S LOCKER ROOM		X					
RECREATION ROOM		X					
PLAYGROUND		X					
ATHLETIC FIELD		X					
ATHLETIC FIELD		X					
CAFETERIA		X					
KITCHEN		X					
LIBRARY		X					
OFFICE		X					
STORAGE-CUSTODIAL		X					
STORAGE-CLASSROOM SUPPLIES		X					
		X					
		X					

SAMPLE FACILITY SURVEY FORMS - PART I (Cont'd.)

FACILITY SURVEY FORM
PART II

AREA	ADEQUATE VENTILATION		INADEQUATE VENTILATION		ADEQUATE LIGHT		INADEQUATE LIGHT		ADEQUATE HEAT		INADEQUATE HEAT		COSTS	ADDITIONAL COMMENTS
CLASSROOM														
CLASSROOM														
CLASSROOM														
CLASSROOM														
CLASSROOM														
CLASSROOM														
CLASSROOM														
CLASSROOM														
CLASSROOM														
MEN'S ROOM														
MEN'S ROOM														
WOMEN'S ROOM														
WOMEN'S ROOM														
GYMNASIUM														

FACILITY SURVEY FORM
PART II

AREA	ADEQUATE VENTILATION	INADEQUATE VENTILATION	ADEQUATE LIGHT	INADEQUATE LIGHT	ADEQUAT HEAT	INADEQUATE HEAT	COSTS	ADDITIONAL COMMENTS
MEN'S LOCKER ROOM								
WOMEN'S LOCKER ROOM								
RECREATION ROOM								
CAFETERIA								
KITCHEN								
LIBRARY								
OFFICE								
STORAGE-CUSTODIAL								
STORAGE-CLASSROOM SUPPLIES								
TOTAL BUILDING HEAT COSTS								
TOTAL BUILDING LIGHT COSTS								
RENTAL COSTS								
NEEDED REPAIR OR REMODELING COSTS								

SAMPLE FACILITY SURVEY FORMS - PART II (Cont'd.)

Instructions for Ordering Resources for

PLANNING FOR LUTHERAN HIGH SCHOOLS

Order materials from either of the following Synodical Education Offices:

Board of Parish Education
The Wisconsin Evangelical Lutheran Synod
3614 West North Avenue
Milwaukee, WI 53208

Board of Parish Education
The Lutheran Church-Missouri Synod
3558 So. Jefferson Avenue
St. Louis, MO 63118

Prices are as quoted plus postage. Make checks payable to: Board of Parish Education. Several documents refer to helpful supplementary materials which were not designed specifically for this project. They are not listed below but may also be ordered from the respective synodical office.

H01 GUIDELINES FOR GETTING STARTED 75

The seven beginning steps of the Exploration Phase (I) with resources.

H02 PLANNING CHART 25

Master outline of basic committee activities and materials for all six Phases.

H03 STEERING COMMITTEE HANDBOOK 75

Guidelines for the Survey Phase (II) and the Planning Phase (III).

H04 BOARD OF DIRECTORS HANDBOOK 50

Guidelines for the Implementation Phase (IV) and the Operating Phases (V, VI).

H05 "THANKS, WE NEED THAT" - SLIDE/SOUND PRESENTATION $35.00

18 minute visual/oral two slide projectors/cassette player presentation of the values of Lutheran secondary education: 210 color slides, cassette recording, printed script, discussion suggestions, and options for adding local slides and accompanying script.

H06 RESOURCES FOR ORGANIZATION PLANNING 75

Constitution, bylaws, administrator's job description, and policy guidelines

H07 "THANKS, WE NEEDED THAT" - BROCHURES . . . . . $1.50 per 100

Series of 3 promotional brochures for mailings, bulletin inserts, and meetings.

H07A "Young People Say - Thanks, We Needed That"

H07B "Parents Say - Thanks, We Needed That"

H07C "The Community Says - Thanks, We Needed That"

H08 RESOURCES FOR ENROLLMENT PLANNING 75

Strategies for recruitment, enrollment projections, and transportation.

H09 RESOURCES FOR FINANCIAL PLANNING 75

Funding the feasibility study phases, the first year, and continuing years.

H10 MAINTAINING FISCAL RESPONSIBILITY $1.25

Suggestions and forms for accounting, budgeting, and five-year projections.

H11 RESOURCES FOR SITE AND FACILITY SELECTION 50

H12 RESOURCES FOR INSTRUCTION PLANNING 50

Curriculum development, staffing, and compensation guidelines.

The most effective agencies available to the Church for equipping God's people for ministry are the Lutheran elementary and secondary schools.